

## CHILD NUTRITION PROGRAMS

### Summary of Reporting and Recordkeeping Requirements

#### SUBMITTED TO CNP:

#### MAINTAINED BY SPONSOR:

##### MONTHLY

Reimbursement Claim

##### ANNUALLY

Program Application Packet

FSMC Contract or Addendum  
(if applicable)

Annual Financial Report

##### AS NEEDED

Response to Reviews

FSMC Invitation to Bid/Request or  
Request for Proposal

##### DAILY

Income Applications

Benefit Issuance Document (Roster)

Meal Counts and Edit Checks

Food Production Records

##### MONTHLY

Revenue/Expenditure Records

##### ANNUALLY

Verification Documentation

Civil Rights Compliance Form

On-Site Reviews of Counting and  
Claiming Procedures

##### AS NEEDED

Purchasing Bids/Quotations

Training Documentation

Accountability Procedures

Standardized Recipes

CN Labels and Product Specifications

Nutrition Facts Labels

**Note: All records must be retained for a minimum of five years**

**Arizona Department of Education  
Child Nutrition Programs (CNP)**

**Important Dates and Reporting Requirements for the National School Lunch Program**

July 1	New fiscal year begins
August	DES mailing of Direct Certification Letters to Food Stamp and Cash Assistance recipients
October 1	Annual Financial Report due in to CNP from private schools, BIA schools, and RCCIs
October 15	Annual Financial Report due in to CNP from public schools
30 operating days the first day of school	Last day that Income Applications from prior school year are valid
October 31	Begin verification of Income Applications
December 15	Complete Verification Report and retain in sponsor file
December 15	Civil Rights Compliance Form completed and retained in sponsor file
February 1	On-Site Reviews completed and retained in sponsor file
March-April	School Lunch renewal packet mailed to sponsors by CNP
June 1	School Lunch renewal packet due in to CNP